



NEW Online External Training Request Form in SATERN

When the SATERN Learning Management System (LMS) upgrades its software in December, NASA civil service employees' request form for external training will change. In an effort to standardize with other federal agencies, the current NASA Form 1735 (NF-1735) external training request will be replaced by the Office of Personnel Management (OPM) Standard Form 182 (SF-182).

Some of the changes users can expect to see are:

- A New Form
 - The information needed to request external training with the SF-182 will remain the same, but will be in a different place on the form
- New Verification process
 - A new external training verification process is included in the upgrade
 - Users will receive notifications as to when they should go to SATERN and complete the training verification

External training created or submitted using the NF-1735 form that is already approved, or in process, will be automatically moved to the new SF-182 format.

To learn more about the SATERN Upgrade, visit the SATERN Informational Website at <https://saterninfo.nasa.gov> or contact <Center/Discipline> representative, <name> at <contact information>. For additional assistance, contact the NSSC Contact Center at 1-877-NSSC-123 (877-677-2123) or NASA-saturn.support@nasa.gov.